

1. USER GUIDE FOR ESSENTIAL DRIVER TRAINING (EDT) PORTAL.

There are 2 separate external systems in place for the EDT programme. These are:

- **EDT Portal (FOR USE BY ADI'S)**: Used by ADIs in the field for the purpose of uploading EDT lessons to the RSA, ordering log books and reviewing historic information in relation to orders and lesson uploads.
- **EDT Driver Portal (FOR USE BY LEARNER DRIVERS)**: Used to allow learner drivers to view the status of uploaded lessons and to print off lessons histories.

1.1 EDT Portal For ADI's (The system you will use to manage EDT)

The EDT (ADI) portal allows an approved instructor to access their ADI account where they can upload and maintain lessons for drivers.

The following table describes the functions that are available to you:

Function	Description
Create an Account	Where you initially set up your account to access the EDT system.
Log In	Where you can log into the EDT system using your previously provided details
Forgot Password	Where you can retrieve your password if you have forgotten it.
Upload Lesson(s)	Where you can upload a lesson (s) by spreadsheet or by inputting details through the web form. (You should find the web form much easier to use)
View Completed Lessons	Where you can view all previously uploaded lessons
Sign Out	Where you can exit your account.

Create an Account

When you receive the email advising you to create your ADI account simply click on the link called ADI account or copy the link into the address box of your web browser, the following page will load.

The screenshot shows the 'Create an account' form within the 'ADI Logbook Record System' interface. The form is titled 'Create an account' and contains the following fields:

- ADI number (with a red question mark icon)
- Email address
- Confirm email address
- Password (min 6 characters) (with a red question mark icon)
- Confirm password
- Choose a security question (with a red question mark icon) - currently set to '- Please Select -'
- Security answer

A red 'Submit' button is located at the bottom of the form. Below the form, there is a link to the help section: 'Questions about this application? Go to our [help](#) section.'

From here, you can enter the appropriate details for setting up a new account:


Box (Field)	Description	Validation
ADI Number	You must enter your ADI number as displayed on your ADI badge.	This number must match the ADI number which is displayed on the RSA ADI system. You must be an approved instructor.
Email address	You must enter your email address in this box.	Entry in this box must match the registered email address given by you for EDT purposes.
Confirm email address	You must re-enter the same email address as input by you in the previous box.	Both email addresses entered must be identical or you will not be able to sign in.
Password	You must enter a password that you will easily remember.	Your password must be at least a combination of 6 characters long (letters and numbers)
Confirm Password	You must re-enter the same password	Both passwords must be identical for you to be able to set up your account

Choose a security question	You must select an appropriate security question (just one) from the dropdown list. Choose one which will be easy for you to remember the answer to.	<ol style="list-style-type: none"> 1. What is your favourite holiday destination? 2. What make was your first vehicle? 3. What was the name of your first pet? 4. Who is your favourite performing artist?
Security Answer	You must input the correct answer. It must be one that you will remember and relate to your chosen security question above.	This answer will be used to confirm your identity in the event that you have forgotten your password.


The Help icon,



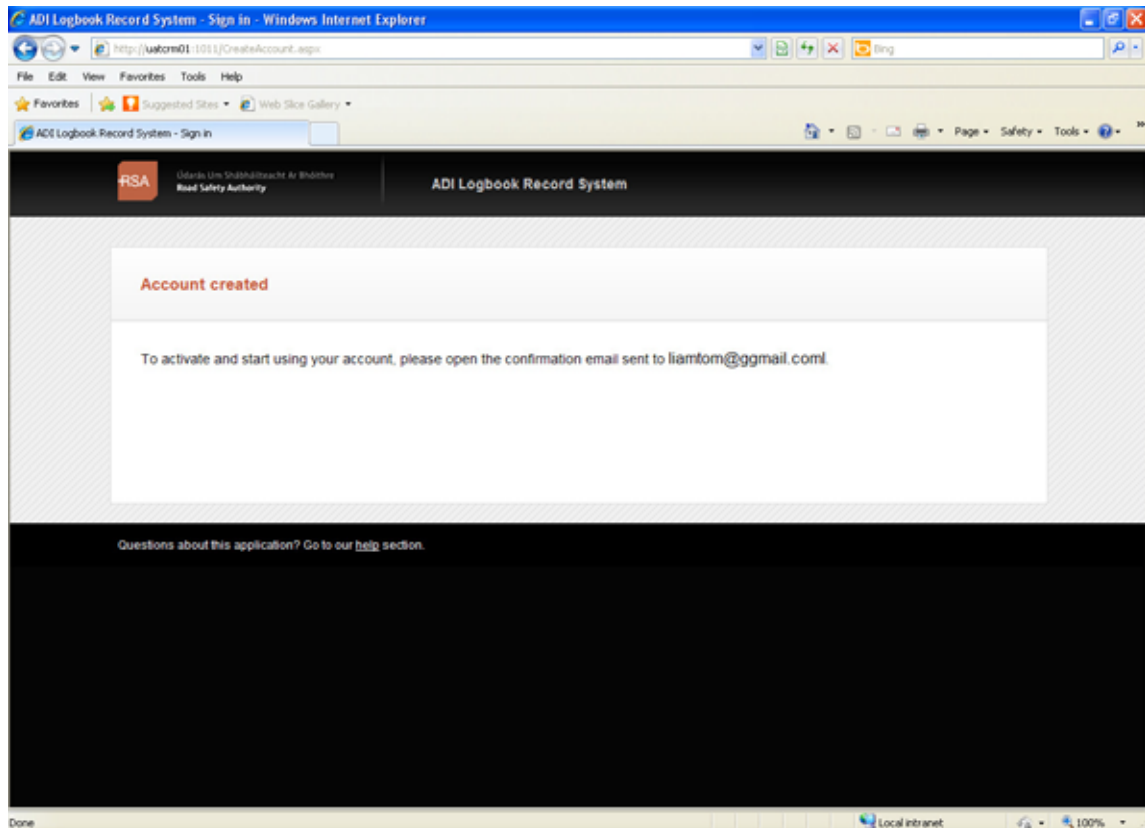
Is located next to a box title and when you click on this icon, a popup box appears providing further details about the information required. For example, in the case of the ADI number box, the help text specifies what exactly this number is:

ADI number 

Email address Confirm email address

The 5-digit number given to you by the  RSA when you registered as an Instructor

Once all boxes are completed correctly, you must click on the **submit** button to continue with your account setup and you will be presented with the following page:



You must now log in to your email account and access the email sent to you by the EDT system. This email specifies your username for logging in and instructions for validating your account:

Dear [name],

Thank you for creating an ADI account with the RSA.

Your username is: liamtom@gmail.com

To activate your account, please click on the link below. If it's not showing up as a link in your email, simply copy and paste all of the link text into your browser.

link.com

After you've activated your account, you'll be able to log in to the EDT Portal.

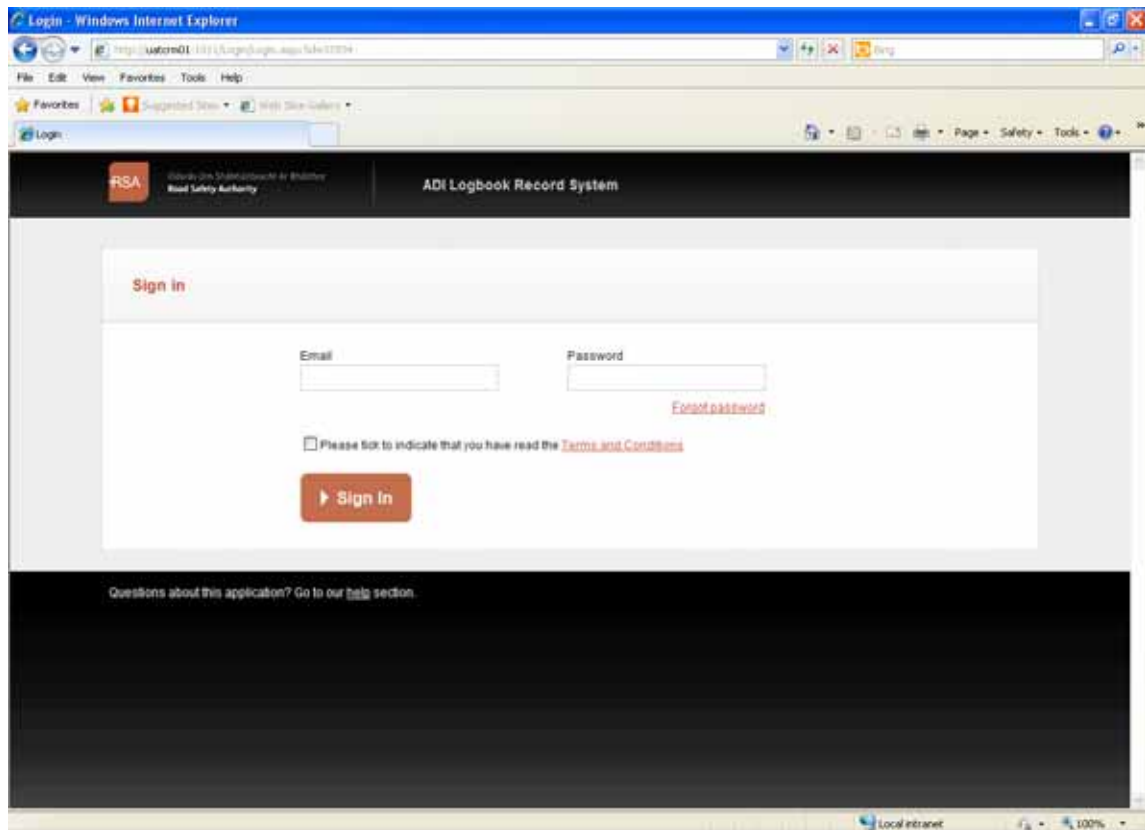
Kind regards,

The RSA

Once you click on the validation link in the email above, the 'ADI Login' page will load.

1.1.1 ADI Login

When you wish to log in to your account, the following page will load:



You must enter the correct details for each box to login:

Box (Field)	Description	Validation
Username	This is the registered email address supplied during your account setup.	Entry in this field must match the registered email address given by you for EDT purposes
Password	Same password submitted by you during your account setup.	Entry in this box must match the stored password for you in the EDT system.
Terms & Conditions	When this 'tick' box is selected, it indicates the you have read and agreed to the terms and conditions of using the site	You will not be able to sign in until this 'tick' box has been selected

You can click on the Terms & Conditions link to view the procedures you are agreeing to.

Once you have successfully input your username (registered email address) and password details correctly, you can click on the **sign in** button and your account page loads.

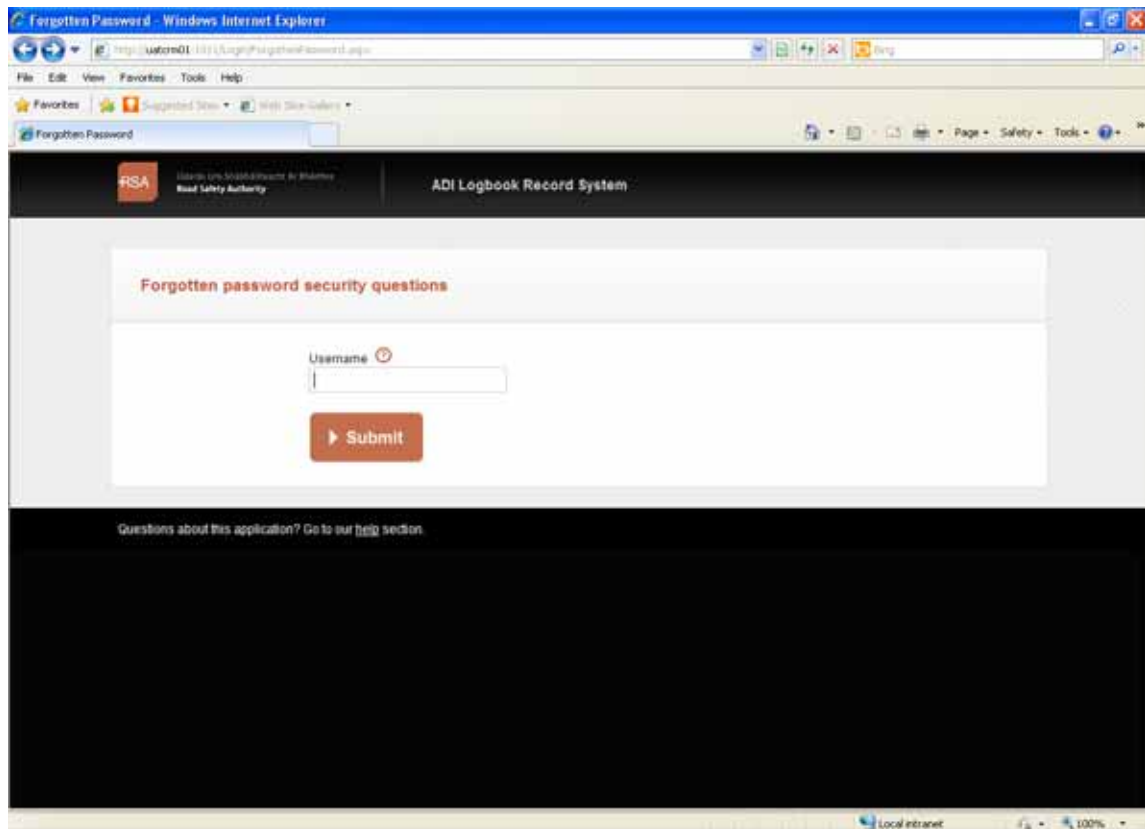
Please be aware if you enter either your password, username or answer the security question incorrectly more than 5 times, your account will become locked and then you will not be able to access your account. You will need to send an email from your registered email account to edtadmin@rsa.ie informing ADI Unit that you are locked out. The ADI Unit will contact you regarding this issue and advise you accordingly.

1.1.2 Forgot Password

If you forget your password, there is a facility where the system will email you this password after you successfully answer your security question.

You must click on the **forgot password** link that appears on the sign-in page and is outlined in red at 1.1.2 above.

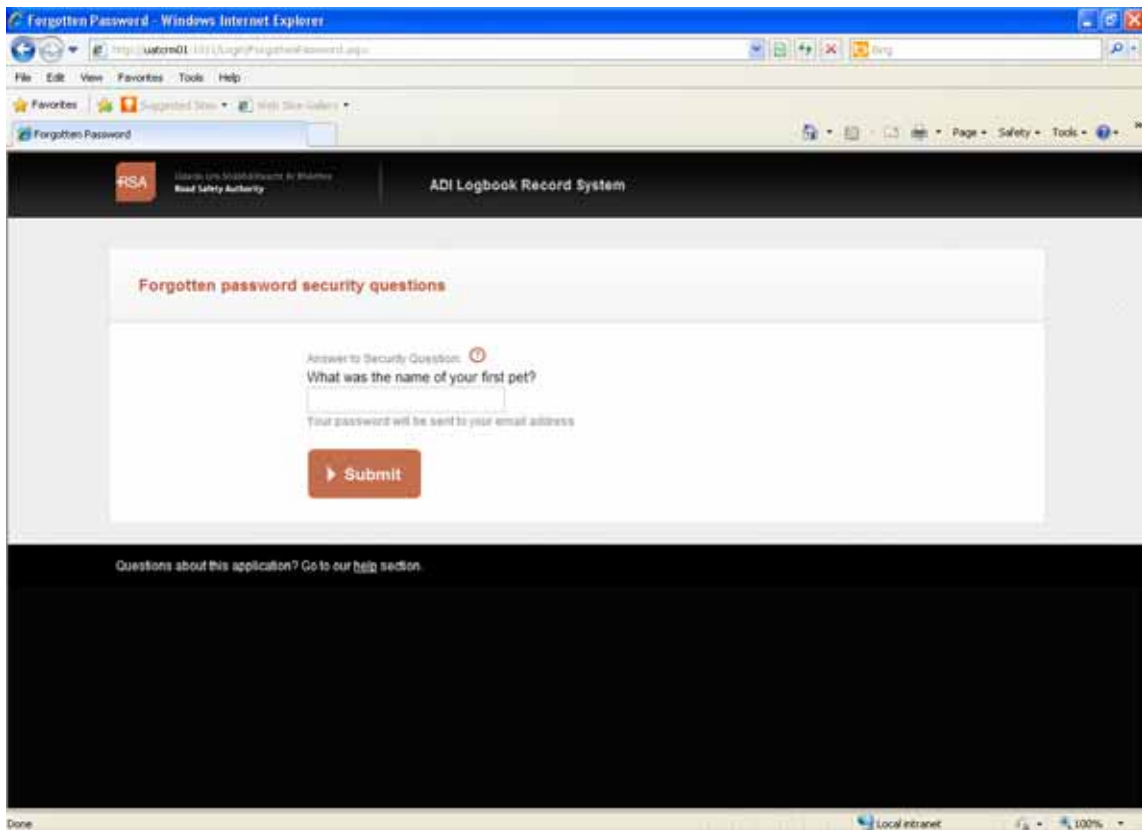
Once you click on this link, a new web page loads that asks you to enter your username (registered email address):



You click on the help icon which reminds you that your username is the registered email address you supplied when you initially set up your account.

After you enter your username and click on the **submit** button, a new page loads displaying the security question you originally chose when setting up the account and a box to enter the correct answer to this question.

Forgot Password Screen



If you enter the correct answer to the security question and click on the **submit** button, an email will be sent to your email address with the password you forgot.

Once you have successfully input your username (registered email address) and password details correctly, you can click on the **sign in** button and your main account page loads.

When you log into the Home Page of the Portal the following message might appear “Migration Upload Errored Records”. To correct these errors please refer to Appendix A at the back of this Manual.

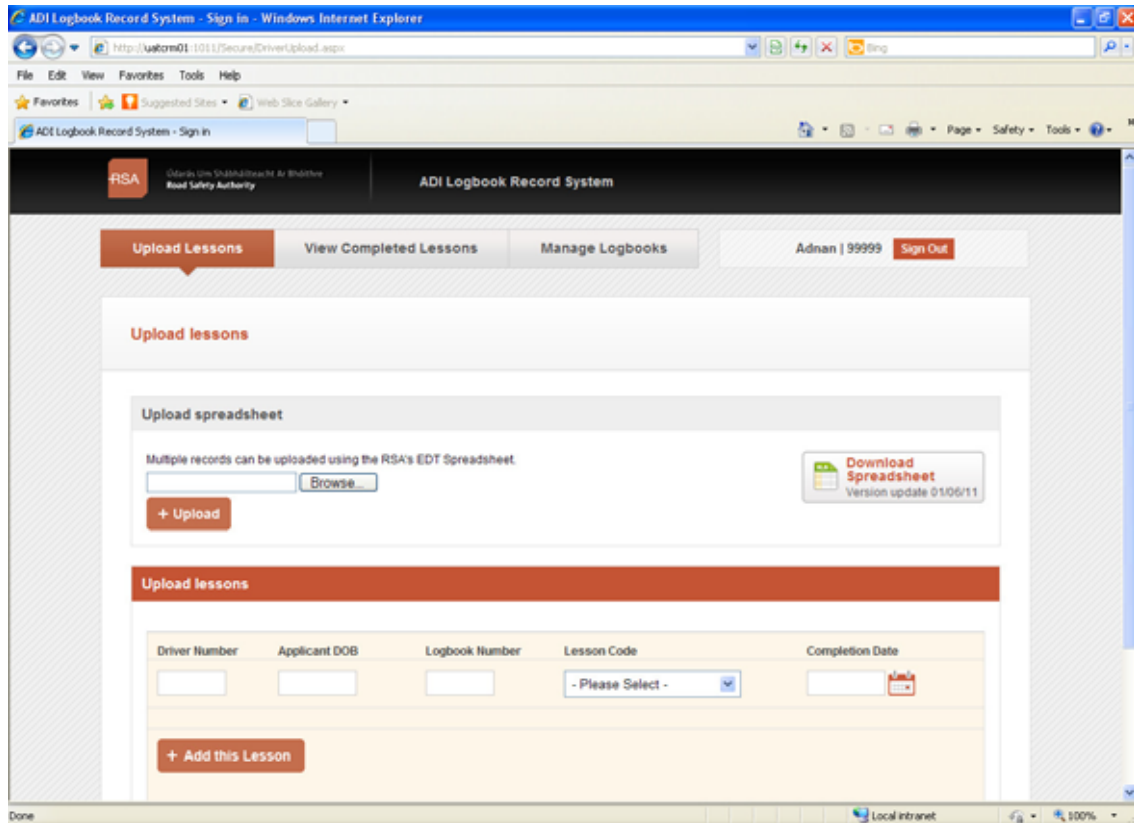
1.1.4 Upload Lessons

To upload a lesson you must first sign in and the Upload Lessons page is highlighted on the horizontal navigation menu.

There are two ways for you to upload lessons

- (a) Download an Excel Spreadsheet by clicking on the Download Spreadsheet button on the right hand side of the screen. When you have input your lessons, you must save the spreadsheet as a document on your computer
- (b) Upload Lessons through the 'Upload Lessons' option on the screen. This is a much easier option.

Download an Excel Spreadsheet and record EDT Lessons

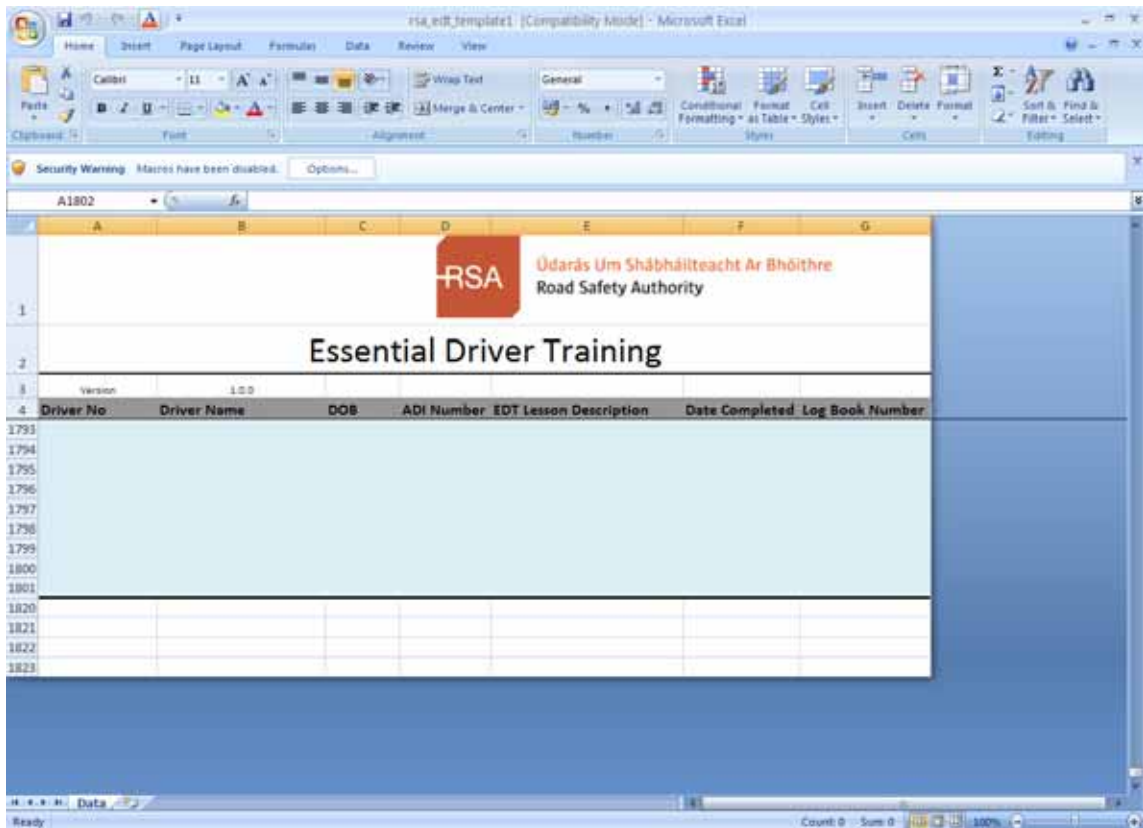


1.1.3 (a) Spreadsheet Upload

To upload your lessons click on the Download Spreadsheet button.

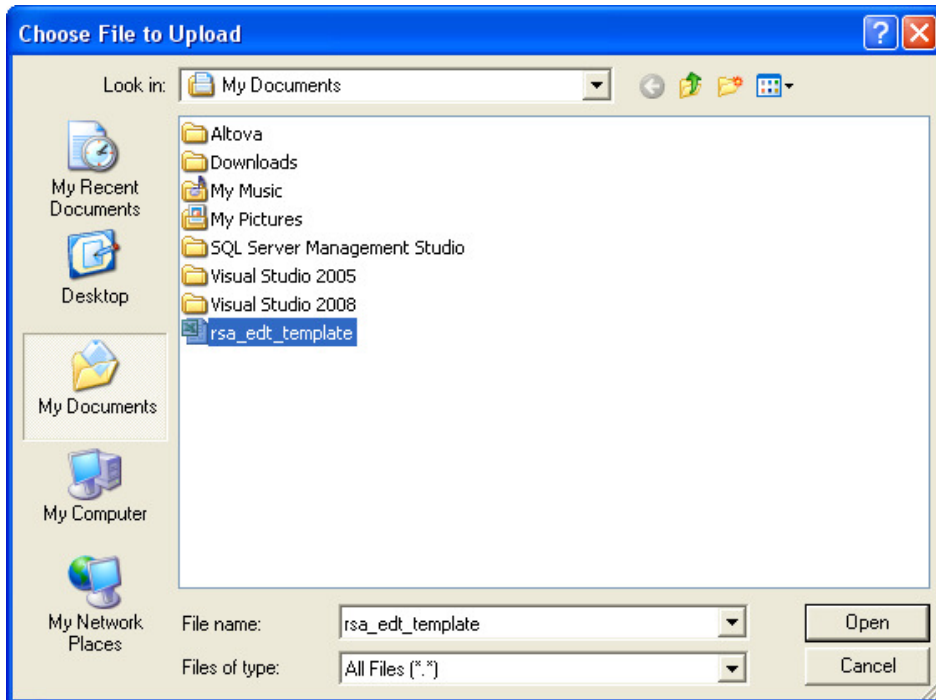


You must now fill in the correct details for each EDT lesson you wish to upload. (Refer to 1.1.4 (b) below for details required in each field)



Once you have chosen the location and file name for your spreadsheet, click on the **save** button and the file will be saved on your computer.

After all details are entered correctly, you can click on the browse button in the Upload Spreadsheet section, then specify the file location of the recently saved file and click open:



The file path now appears next to the browse button. Click the Upload button - all the lessons you have uploaded through the Excel Spreadsheet will be displayed on the Upload Lessons screen.

Review all your records before finally submitting your EDT returns. At this stage you can edit any errors you made on the Spreadsheet. When you have made all your corrections click **Submit All Lessons** button.

1.1.4 (b) Lesson Upload through the easier to use, 'Upload Lessons' option on the screen

You enter information pertaining to a lesson for uploading in the following boxes:

Box (Field)	Description	Validation
Driver Number	This is the number that is recorded on the Learner's driving licence (at No. 5)	Driver Number must be 9 characters long - numerics only. Do not use the forward slash symbol (/).
DOB	This is the Learner driver's date of birth	DOB must be in the format dd/mm/yyyy
Logbook Number	This is the number of the logbook that a Learner driver is already associated with or will be associated with	The logbook number must be 6 numbers long. (If the logbook number only has five digits place a 0 in front)
Lesson Code	This is the name of the EDT lesson that a driver has completed	The lesson can be chosen from the drop down menu in the Lesson field
Completion Date	This is the date the lesson was taken	This date cannot be post dated i.e. lesson not taken after date of upload

If any of the first three boxes are incorrect, the system presents you with an error message:

Upload lessons

Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date
<input type="text" value="3434545342"/>	<input type="text" value="40/30/2111"/>	<input type="text" value="523452345"/>	<input type="text" value="Changing Direction - More"/>	<input type="text" value="13-09-2011"/>

Driver Number is not valid

Please enter a valid date of birth

Logbook Number is not valid

+ Add this Lesson

▶ Submit All Lessons

Once you have corrected all of the errors, you can click on **Add This Lesson** button and proceed to enter additional EDT lessons

The screenshot shows the 'Upload lessons' section of the ADI Logbook Record System. It features a table of existing lessons and a form to add a new one.

Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date	Edit
250250250	26/01/1993	011586	Changing Direction	14/07/2011	Edit
250250250	26/01/1993	011586	Correct Positioning 2	10/08/2011	Edit
250250250	26/01/1993	011586	Night Driving	03/08/2011	Edit

Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="- Please Select -"/>	<input type="text"/>

+ Add this Lesson

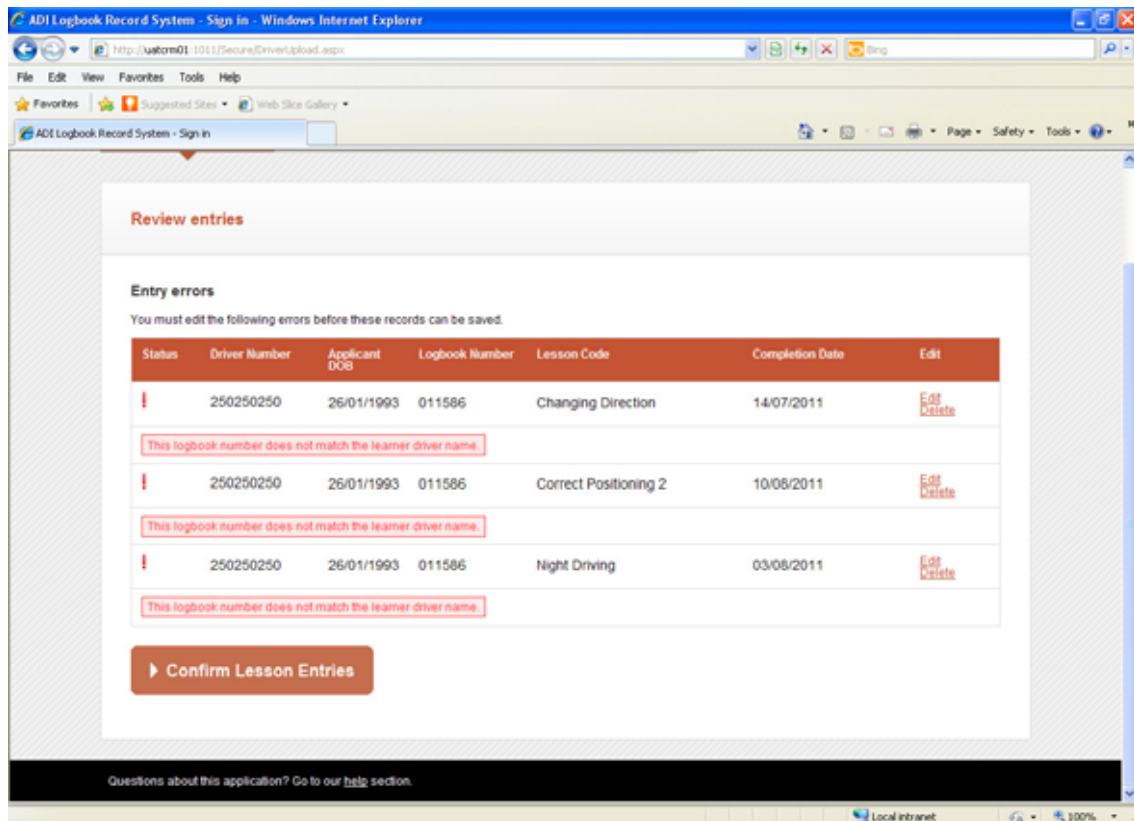
▶ Submit All Lessons

Questions about this application? Go to our [help](#) section.

You should, at this stage, check that all details recorded are correct before clicking the **Submit All Lessons** button. If any details are incorrect, you can click **edit** to amend any boxes for the record.

1.1.4 Submit Lessons

When you click on the **Submit All Lessons** button a new webpage loads:



This page displays any errors that might be associated with a proposed lesson for submission. These errors must be resolved before lessons can be confirmed. This page also displays any lesson notifications that may be triggered:

Out of Sequence Notification

- If lesson no. 3 is uploaded before lesson no. 1 an Out of Sequence Notification appears

'Duplicate Lesson' Notification

- If the same lesson is uploaded more than once for the same driver by you a Duplicate Lesson Notification appears

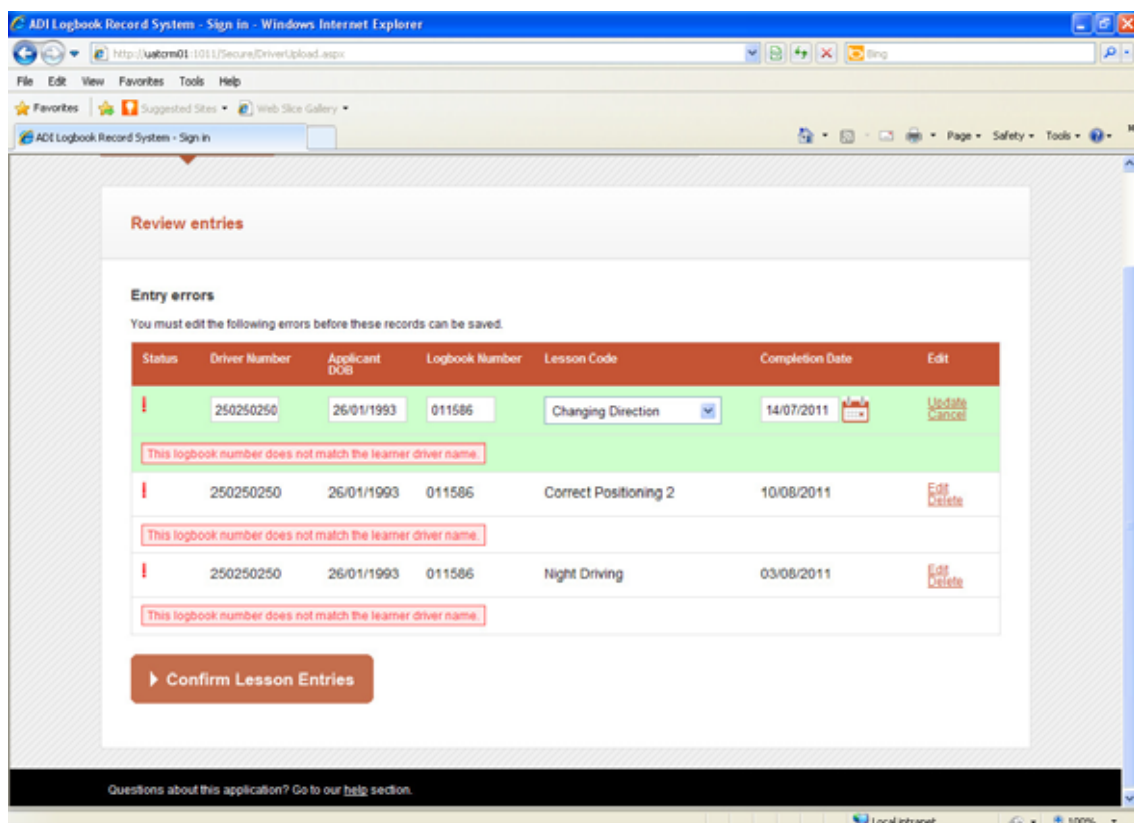
'Threshold Breach' Notification i.e. too many lessons

- If you conduct more than one EDT lesson with a driver on a specific date (i.e. the completed date of lessons) then you will get a Threshold Breach notification appears

The following table illustrates what validation is in place for each box of a proposed lesson:

Box (Field)	Description	Validation
Driver Number	This is the number of the driver that a lesson is being uploaded for	This number has to exactly match what is in the NVDF and EDT system for the driver
DOB	This is the driver's date of birth	This date of birth has to exactly match what is in the NVDF and EDT system for the driver
Logbook Number	This is the number of the logbook that a driver is already associated with or will be associated with	This logbook number must exist on the EDT system
Lesson Code	This is the name of the lesson that a driver has completed	
Completion Date	This is the date the lesson was taken	This date is automatically restricted to previous dates to today.

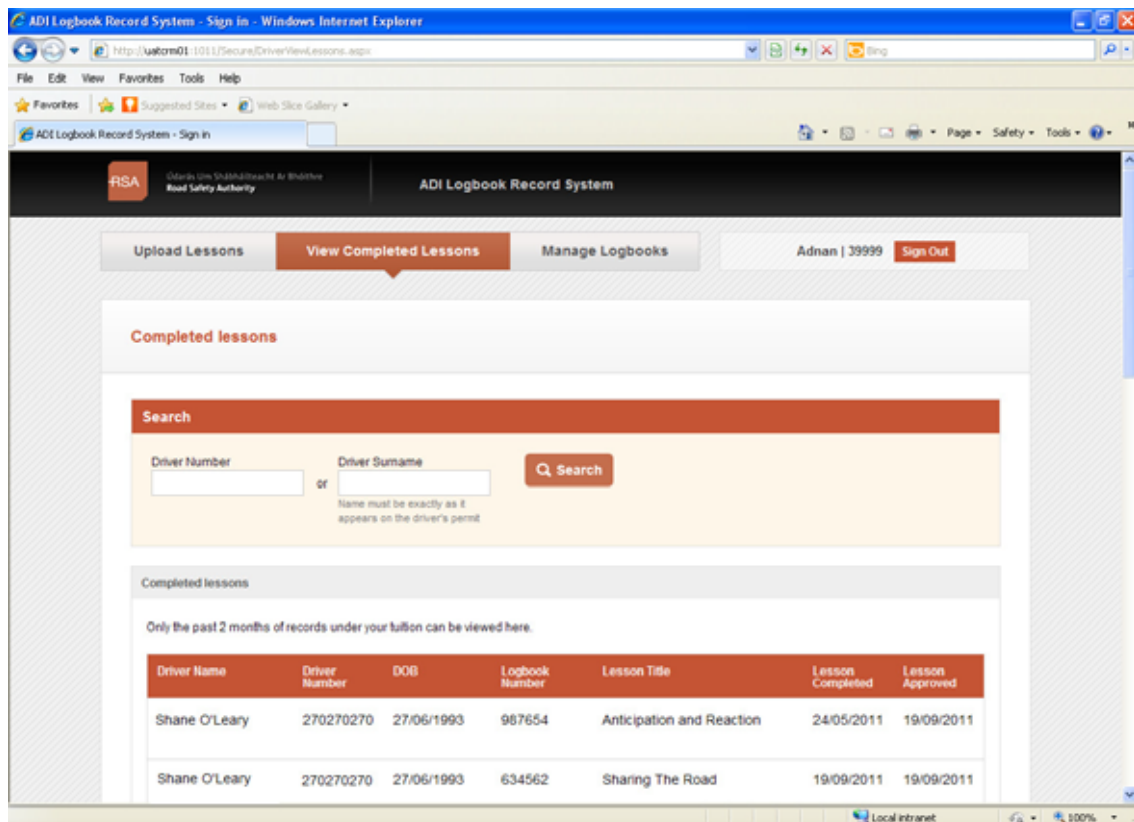
You can delete a record before confirming or can edit all the boxes for a proposed lesson at this point:



If a lesson has been corrected to omit any errors, you will be able to confirm lesson entry and the lesson will be successfully added to the system.

1.1.5 View Completed Lessons

To view completed lessons, you click on the **View Completed Lessons** button on the navigation menu:



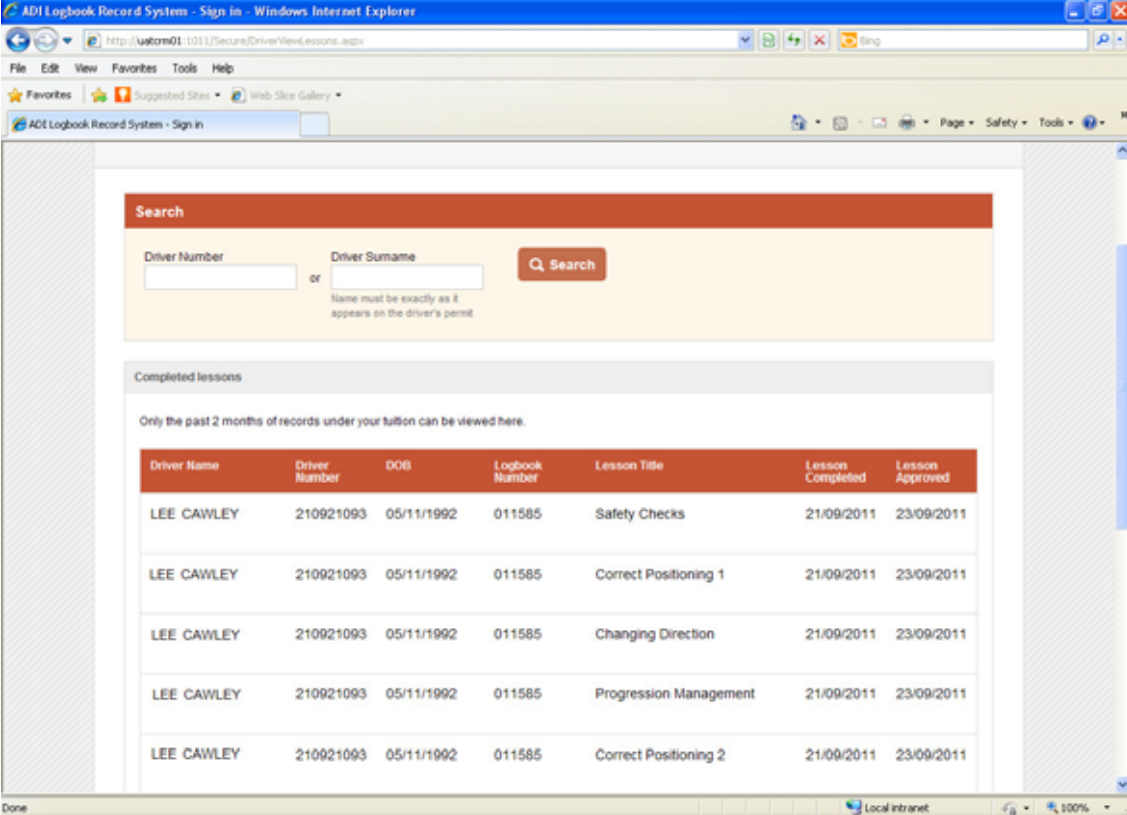
You can scroll through lessons uploaded to date. If these lessons are greater than 20 in number, you can page through the records by clicking on the link **Next 20 Lessons** at bottom of webpage:



You can continue to page back and forth through pages, viewing all lessons available.

When you are viewing lessons, you will also be able to see error messages that may be associated with any lesson (See 1.1.4)

There is functionality to perform searches on all uploaded lessons, which is contained in the search area of View Completed Lessons page:



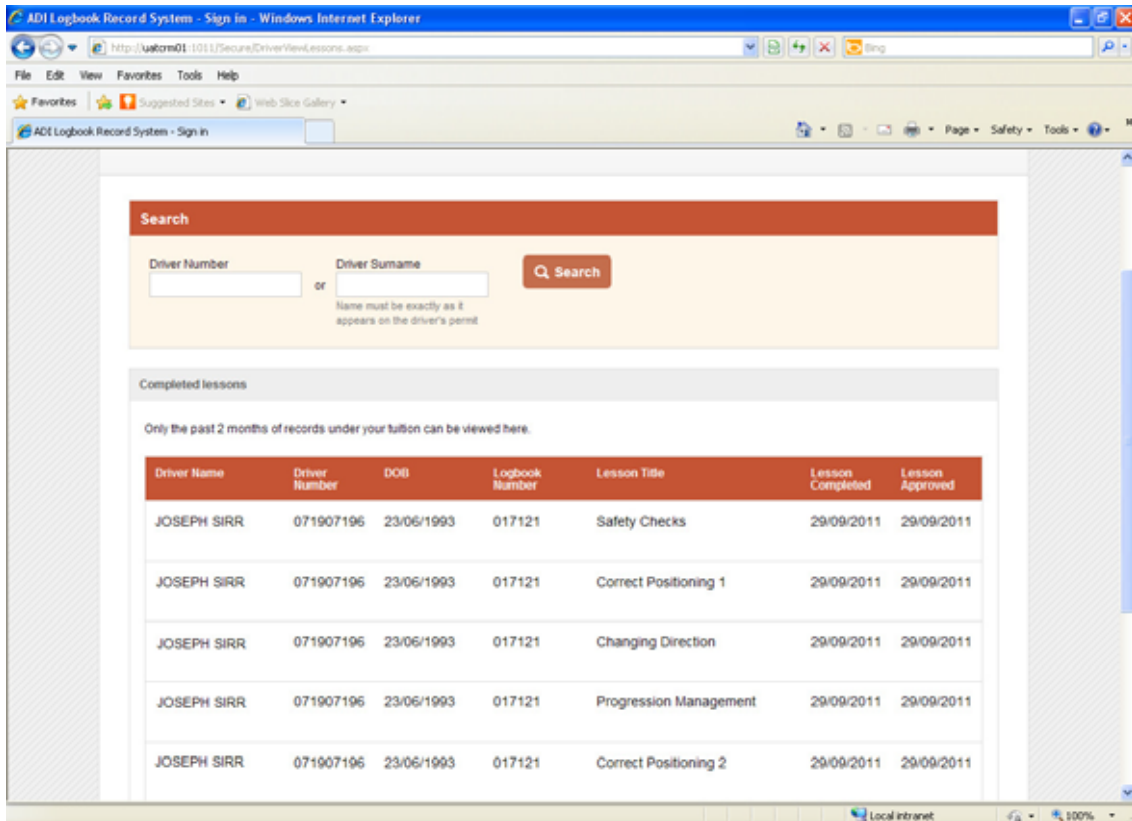
The screenshot shows a web browser window titled "ADI Logbook Record System - Sign in - Windows Internet Explorer". The address bar shows the URL "http://uat01m01:1011/Secure/DriverViewLessons.aspx". The page content includes a search form with two input fields: "Driver Number" and "Driver Surname", separated by "or". A "Search" button is located to the right of the fields. Below the search form, a note states: "Name must be exactly as it appears on the driver's permit".

Below the search form is a section titled "Completed lessons" with a sub-note: "Only the past 2 months of records under your tailon can be viewed here." Below this is a table with the following data:

Driver Name	Driver Number	DOB	Logbook Number	Lesson Title	Lesson Completed	Lesson Approved
LEE CAWLEY	210921093	05/11/1992	011585	Safety Checks	21/09/2011	23/09/2011
LEE CAWLEY	210921093	05/11/1992	011585	Correct Positioning 1	21/09/2011	23/09/2011
LEE CAWLEY	210921093	05/11/1992	011585	Changing Direction	21/09/2011	23/09/2011
LEE CAWLEY	210921093	05/11/1992	011585	Progression Management	21/09/2011	23/09/2011
LEE CAWLEY	210921093	05/11/1992	011585	Correct Positioning 2	21/09/2011	23/09/2011

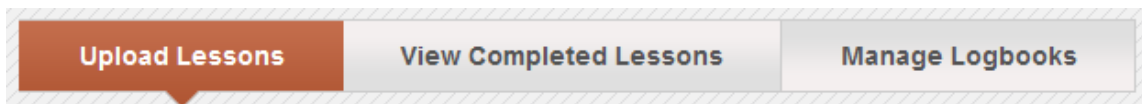
Search only matches exact words. For example, if you're searching for **Cawley**, you must type in exactly that. **Crawley** will yield no search results.

Additionally, you can perform a driver number search which is illustrated in following shot:



When you are viewing lessons, you will also be able to see error messages that may be associated with any lesson.

You can select which page you want to view by clicking the appropriate button on the horizontal navigation menu, located in the top left-hand area of every web page:



Also located on every page is a help link (outlined in red below) which you can click to get information on further assistance:

Upload lessons

Upload spreadsheet

Multiple records can be uploaded using the RSA's EDT Spreadsheet.

Browse... + Upload

Download Spreadsheet
Version update 01/05/11

Upload lessons

Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Please Select -	<input type="text"/>

+ Add this Lesson

Submit All Lessons

Questions about this application? [Go to our help section.](#)

1.1.6 Sign Out

You can sign out and exit your account at any time by clicking on the **sign out** button located in the top right-hand corner of any webpage (when signed in).

This displays your first name and your number.

Neil Kenny | 98765 Sign Out

MANAGE LOGBOOKS

You can now click on the Manage Logbooks button on the navigation menu:



The following table describes the logbook functions that are available to you:

Function	Description
Order New Logbooks	Where you can order new batches of logbooks
Search	Where you can search for logbooks that are assigned to you
Logbook Stock	Where you can view all logbooks assigned to you
Transfer Logbook	Where you can transfer logbooks to another ADI
Logbooks on Order	Where you can view logbooks that are presently on order or have been shipped
Applicant Logbooks	Where you can view logbooks that have been transferred to an applicant
Transferred Logbooks	Where you can view logbooks that have been transferred to another ADI
Cancelled Logbooks	Where you can view any of your logbooks that have been cancelled by the RSA

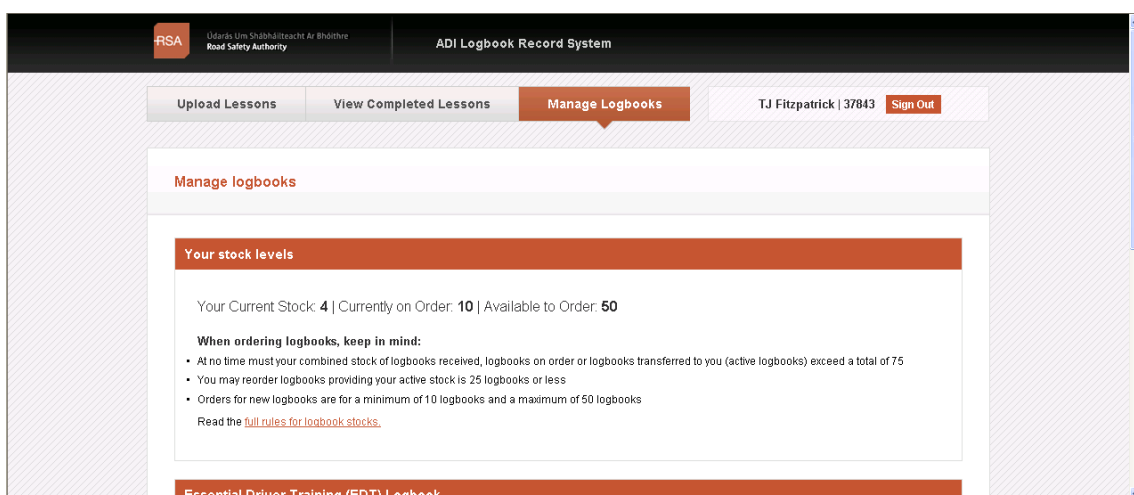
1.1.7 Order New Logbooks

You can order new logbooks from the 'Order New Logbooks' section on the Manage Logbooks web page.



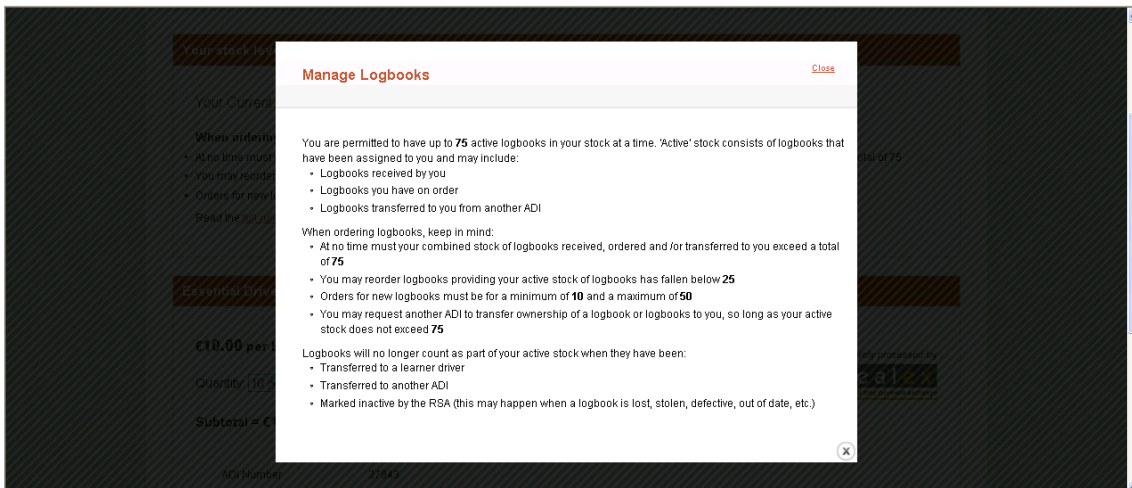
This section shows you how many logbooks you have in stock, how many logbooks are on order (yet to be shipped) and the maximum logbooks you can order.

You can order logbooks in batches of 10 up to a maximum of 50 logbooks only if the current number of logbooks in stock for you is below 25. You can order logbooks by clicking on the Order Logbooks button and the following page loads:



Here you can see two sections: 'Your Stock Levels' and 'Essential Driver Training (EDT) Logbook'.

The 'Your Stock Levels' displays stock information for you as per previous page, guidelines for ordering logbooks and a link for more specific text on the rules for ordering:



The 'Essential Driver Training (EDT) Logbook' section is where you can order new batches of logbooks:

Essential Driver Training (EDT) Logbook

€40.00 per batch of 10

Quantity:

Subtotal = €40.00

ADI Number	34582
ADI Name	TJ Fitzpatrick
Address 1	<input type="text" value="Test TJ1"/>
Address 2	<input type="text" value="Test TJ2"/>
Address 3	<input type="text" value="Test TJ3"/>
City	<input type="text" value="Test TJ City"/>
County	<input type="text" value="Test TJ County"/>



Securely processed by
realex
The real time payment exchange

You are leaving RSA.ie to go to a third party site to fulfill your order and payment.

[▶ Next](#)

Here you can enter the valid details for a new logbook order:

Field	Description	Validation
Quantity	You select the quantity of logbooks to be ordered from drop down menu. Options include 10, 20, 30, 40 & 50	You can only select number of logbooks in batches of 10 from a quantity of 10 to a maximum of 50
ADI Number	Your ADI number is automatically populated	Field is read-only
ADI Name	Your name is automatically populated	Field is read-only
Address 1	This field is automatically populated	Address details can be amended by you if required
Address 2	This field is automatically populated	Address details can be amended by you if required
Address 3	This field is automatically populated	Address details can be amended by you if required
City	This field is automatically populated	Address details can be amended by you if required
County	This field is automatically populated	Address details can be amended by you if required

Once you have selected the appropriate quantity and verified all address details are correct, you click on the next button and you are presented with the following page:



This is a 3rd Party site using Realex to process payment details. You can see the order details (order quantity, price, name and address) and a section for entering valid payment details:

Field	Description	Validation
Card Type	You can select card type from dropdown menu (e.g. Visa, MasterCard, etc)	Validation that all field details correspond to a valid card is done by Realex
Card Number	You enter the 16-digit number as seen on card	Validation that all field details correspond to a valid card is done by Realex
Security Code	You enter the 3 digit number security code as seen on back of card. There is a link next to this field that further describes where to find the security code	Validation that all field details correspond to a valid card is done by Realex
Expiration Date	You enter the expiration date (mm/yy) as seen on card	Validation that all field details correspond to a valid card is done by Realex
Cardholder's Name	You enter the name of cardholder exactly as seen on card	Validation that all field details correspond to a valid card is done by Realex

Once all details have been entered correctly, you click on the Pay Now button which changes to Processing as the payment process is being handled by Realex. Once processing is complete, the following page loads:

Payment

Thank you. The transaction has been successfully finished.

Order 194

RSA order reference	00000023
ADI Name	Neil Kenny
ADI Identifier	34582
Delivery address	Test1 Eire
Quantity	10

▶ Continue

Once you click on the Continue button, the Manage Logbooks page reloads.

1.1.8 Search

On the Manage Logbooks page, there is a section called Search:

Q Search

Logbook stock Logbooks on order Applicant Logbooks Transferred logbooks Cancelled logbooks

Logbook number	Origin	Order Reference	Transfer Date	
020006	RSA	00000029	06/11/2011	Transfer this logbook
020007	RSA	00000029	06/11/2011	Transfer this logbook
020008	RSA	00000029	06/11/2011	Transfer this logbook
020037	34582 - Brian McCormack	00000036	10/11/2011	Transfer this logbook

Here you select a category of a logbook type by clicking a specific tab and then enter a logbook number in the Search field. You then click the search button to find the logbook:

Logbook number	Origin	Order Reference	Transfer Date	
020008	RSA	00000029	06/11/2011	Transfer this logbook

The results of this search are displayed in a table format below the tab heading. If you perform a search for a logbook that is of a particular type (e.g. Transferred Logbooks) but has a different tab highlighted (e.g. Logbook Stock), no result will be found.

Tab	Description
Logbook Stock	Table for this tab shows all blank logbooks that you have registered to you.
Logbooks on Order	Table for this tab shows all ordered logbooks that have a status of 'to be shipped' and shipped'
Applicant Logbooks	Table for this tab shows all logbooks that have been transferred from you to a learner driver. This happens once Lesson 1 has been uploaded by you
Transferred Logbooks	Table for this tab shows all logbooks that you have transferred to other ADIs
Cancelled Logbooks	Where you can view any of your logbooks that have been cancelled by the RSA

1.1.9 Logbook Stock

At the end of the Manage Logbooks page, there is a section with a number of tabs that can be selected to view specific categories of logbook types:

020008 Q Search

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
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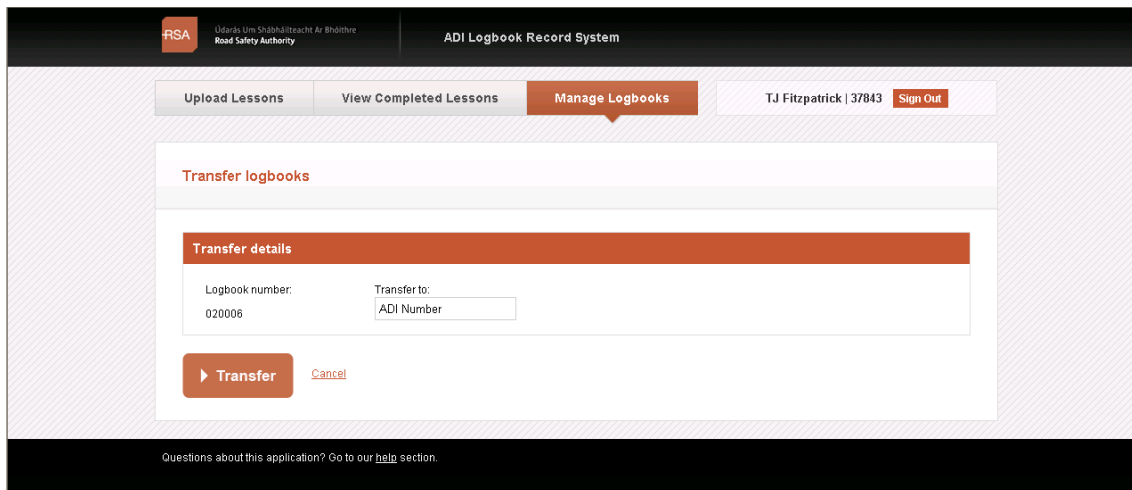
Logbook number	Origin	Order Reference	Transfer Date	
020006	RSA	00000029	06/11/2011	Transfer this logbook
020007	RSA	00000029	06/11/2011	Transfer this logbook
020008	RSA	00000029	06/11/2011	Transfer this logbook
020037	34582 - Brian McCormack	00000036	10/11/2011	Transfer this logbook

When the Logbook Stock tab is selected, the table displays all blank logbooks associated with you. These logbooks can be used to upload lessons for Applicants or to transfer to other ADIs. Each record in the table has different details associated with it:

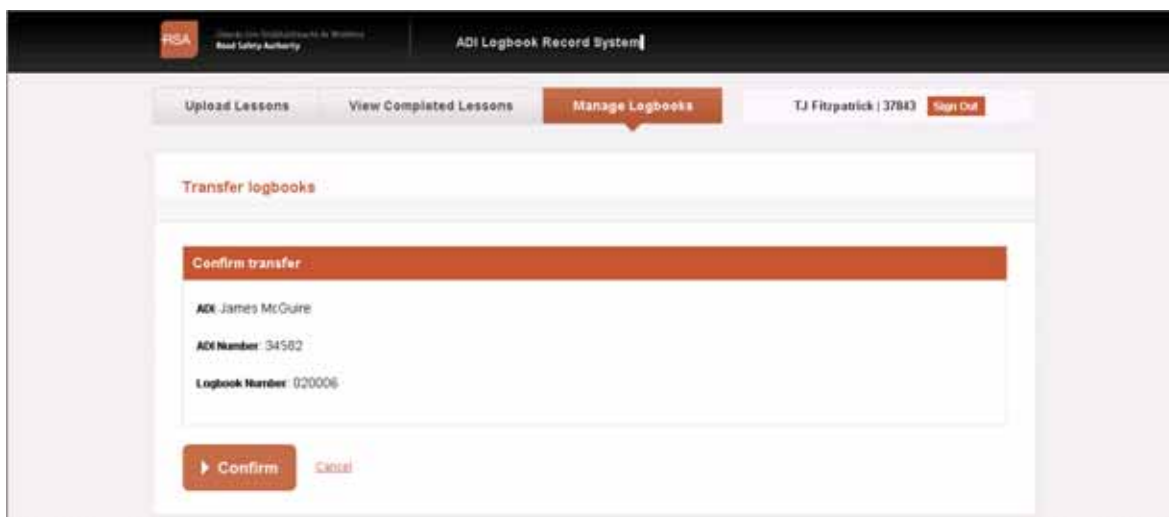
Column Attribute	Description	Information Displayed
Logbook Number	This is the number associated with each logbook	The logbook number must be 6 numbers long. (If the logbook number only has five digits place a 0 in front)
Origin	Specifies where the logbook originated from	This attribute can have two values: 'RSA' - meaning the logbook was originally ordered by you and issued directly to you. 'ADI – ADI Name' – e.g. 37844 – Brian McCormack. This is the ADI number and name that a logbook was transferred from an ADI to you
Order Reference	This is the number of the order that the logbook originated from	An order reference number is composed of 8 digits
Transfer Date	This is the date that the logbook is active from	In the case of the origin being RSA, the Transfer Date is the date that the logbook was shipped In the case of the origin being another ADI, the Transfer Date is the date that the ADI transferred the logbook to you
'Transfer this Logbook' Link	This is a link that you can click on to transfer a specific logbook to another ADI	Once the link is clicked, you are brought through the process of transferring the logbook to another ADI.

1.1.9.1 Transfer Logbook

You can transfer any blank logbook that is currently in your stock. You click on the link next to a logbook record in the table displayed once the Logbook Stock tab is highlighted. The following page displays after the 'Transfer this Logbook' link is clicked:



This page displays the logbook number of the logbook being supplied and a field to enter the ADI Number of the ADI that you want to transfer the logbook to. Once a valid ADI number is entered, you can click on the Transfer button to initiate the transfer or the Cancel link in case you accidentally clicked the transfer link from the previous page. If you click the Cancel link, you will be brought back to the Manage Logbooks page without any changes being applied. If you click on the Transfer Button, the following page displays:



You can now verify the ADI name, ADI number and Logbook number are correct for this transfer. You can click on the Confirm button or the Cancel link. If you click on the Confirm button, the Manage Logbooks page loads and the 'Your Current Stock' label has been decreased by 1 and the logbook that has been transferred is no longer present in the table below the Logbook Stock tab.

If you click on the Transferred Logbooks tab, you will be able to see the logbook record present in the table below this tab:

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
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Logbooks Transferred By You

Logbook Number	Transferred To	Transfer Date
020006	34582 - James McGuire	14/12/2011
020009	33582 - Brian McCormack	10/11/2011

1.1.10 Logbooks on Order

When the Logbooks on Order tab is selected you can see what batches of logbooks that you ordered but have yet to be shipped or have already been shipped:

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
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Logbooks to be shipped

Ordered Date	Order Reference	Quantity Ordered
14/12/2011	00000052	10
06/11/2011	00000035	10

Logbooks shipped

Date Shipped	Order Reference	Delivery Address	Quantity Ordered	Logbook Numbers
11/06/2011	00000029	Test TJ1, Test TJ2, Test TJ3, Test TJ City, Test TJ County	10	020000, 020001, 020002, 020003, 020004, 020005, 020006, 020007, 020008, 020009

Logbooks that have yet to be shipped are displayed in a table with the Order Date, Order Reference number and the quantity of logbooks ordered.

Logbooks that have already been shipped are displayed in a table with the Shipped Date, Order Reference number, Delivery Address, Quantity and Logbook Numbers.

Initially, when an order is placed it appears in the 'Logbooks to be shipped' table. When it is shipped by the third party supplier, the order is transitioned to the 'Logbooks shipped' table.

1.1.11 Applicant Logbooks

When the Applicant Logbooks tab is selected, you can see all logbooks that have been transferred to learner drivers:

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
Logbooks Held By Applicants				
Logbook Number	Driver Name	Driver Number	Transfer Date	
022981	Shauna O'Dwyer	744653018	Not Available	
022982	Niall Holland	566324890	Not Available	
023031	Gerda Paleviciute	994738801	Not Available	
043031	Ayesha Alavi	885614327	Not Available	

Column Attribute	Description	Information Displayed
Logbook Number	This is the number associated with each logbook	The logbook number must be 6 numbers long. (If the logbook number only has five digits place a 0 in front)
Driver Name	Specifies which driver the logbook has been transferred to	Consists of a first and last name
Driver Number	This is the number associated with the driver above	A driver number is composed of 9 digits
Transfer Date	This is the date that the logbook was transferred on	Date format of dd/mm/yyyy

1.1.12 Transferred Logbooks

When the Transferred Logbooks tab is selected, you can see all logbooks transferred by you to other ADIs:

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
Logbooks Transferred By You				
Logbook Number	Transferred To	Transfer Date		
020006	34582 - James McGuire	14/12/2011		
020009	33582 - Brian McCormack	10/11/2011		

Column Attribute	Description	Information Displayed
Logbook Number	This is the number associated with each logbook	The logbook number must be 6 numbers long. (If the logbook number only has five digits place a 0 in front)
Transferred To	Specifies who the logbook was transferred to	Consists of a 5 digit ADI number, followed by a '-' and then the ADI name
Transfer Date	This is the date that the logbook was transferred on	Date format of dd/mm/yyyy

1.1.13 Cancelled Logbooks

When the Cancelled Logbooks tab is selected, you can see all logbooks that have been cancelled.

Logbook stock	Logbooks on order	Applicant Logbooks	Transferred logbooks	Cancelled logbooks
Cancelled Logbooks				
Logbook Number	Date Cancelled			
020000	06/11/2011			
020001	06/11/2011			
020002	06/11/2011			
020003	06/11/2011			
020004	06/11/2011			
020005	06/11/2011			

The table display shows the logbook number for each cancelled logbook and the date the logbook was cancelled.

2. EDT DRIVER PORTAL (This information is provided so that you will be able to advise your customers how they can access their training records and if necessary print off a copy. The print out copy will make it easier for you to plan training for learners who have come to you from a different driving instructor).

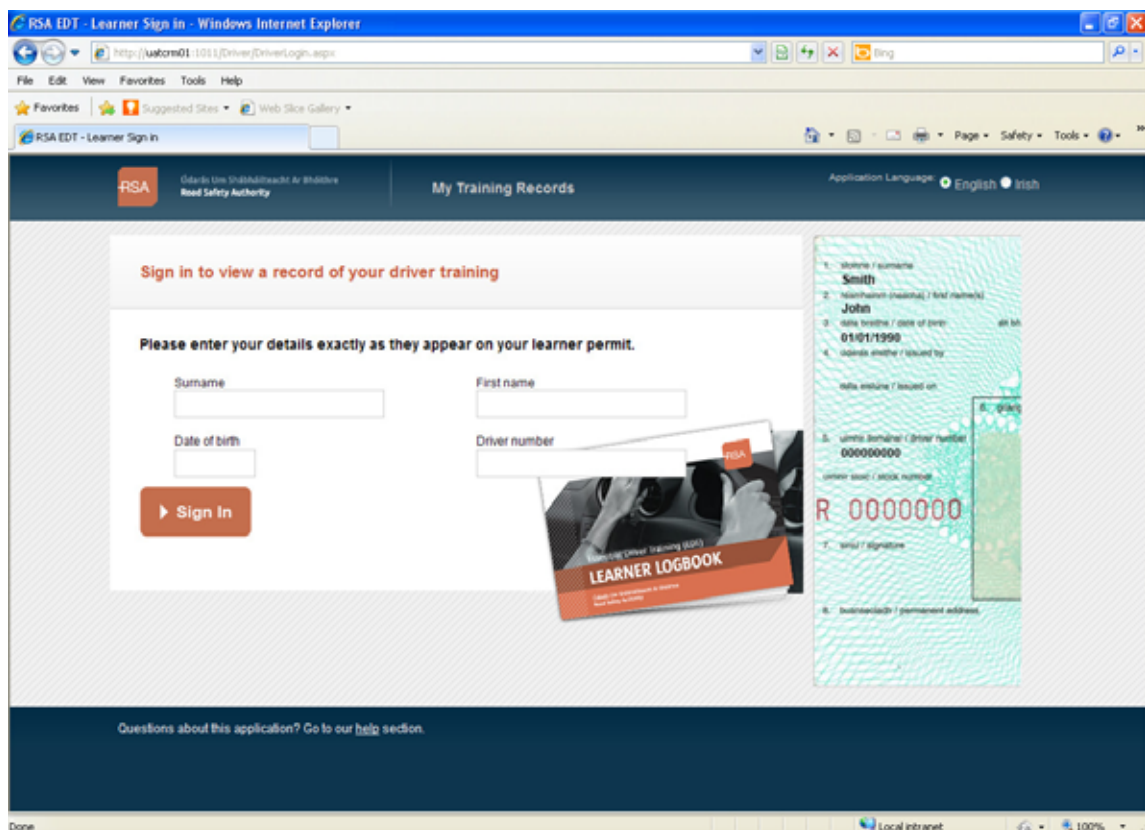
The **EDT Driver portal** allows for drivers to access their EDT lesson history directly.

The following table describes the functions that are available to these Learner Drivers:

Function	Description
Log In	Where the driver can log into the EDT system to view their EDT lesson history.
View Lessons	Where the driver can view their lesson history
Download Lessons	A function that allows the driver to download or print off their lesson history.

2.1. Log In

When a Learner enters the URL (website address) available through the RSA website to log in to the Driver Web Portal, the following page loads:

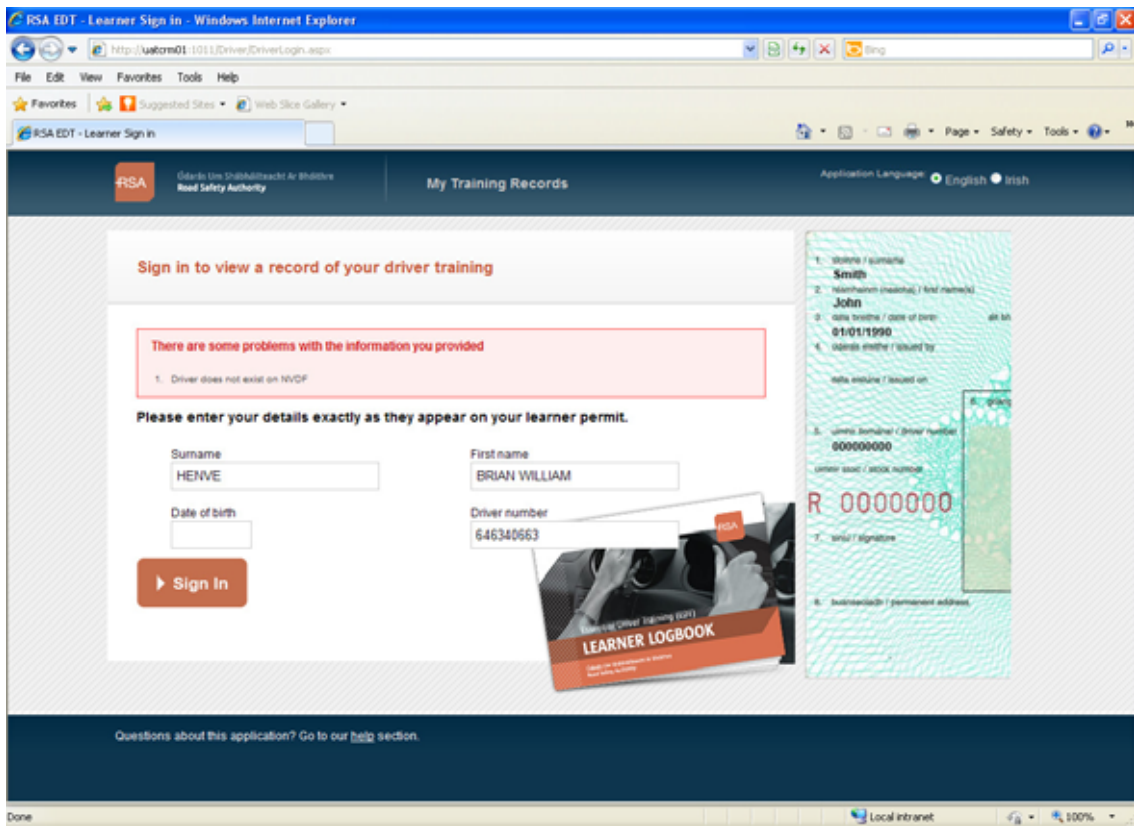


Box (Field)	Description
Surname	This is the Surname of the Learner and must exactly match the user's details in the NVDF
First Name	This is the first name of the Learner and must exactly match the user's details in the NVDF
Date of Birth	This is the date of birth for the Learner and must exactly match the user's details in the NVDF
Driver Number	This is the Driver Number for the Learner and must exactly match the user's details in the NVDF Do not use the forward slash symbol (/).

When the Learner clicks in any of the boxes on this page, then a red arrow points at the location on the image of a sample learner permit where Learner can expect to find their details on their own learner permit. For example, the Learner clicks in the Surname field:



If a Learner gets any of their details incorrect, then the system will prevent them from logging in and display an error on the webpage:



Once a Learner gets their details correct and clicks the sign in button, the main driver account page loads:

The screenshot shows a web browser window titled "RSA EDT - Learner Sign In - Windows Internet Explorer". The address bar shows the URL "http://uat01m01-1011/Driver/DriverRecords.aspx". The page content includes the RSA logo, the text "My Training Records", and a "Sign Out" button. A message reads: "Hi Brian William. The lessons that you have taken as part of your Essential Driver Training are shown below. Your Driving Instructor is responsible for uploading these lessons. If lessons are missing from this list, or you see warnings or errors below, please contact your instructor." Below this is a section for "EDT - Category B (Car)" with a "Logbook number: 002252". A table lists lessons with their completion and recording dates. To the right, there are sections for "Essential reading" and "Quick links".

Lesson Title	Lesson Completed	Recorded by Instructor
01. Safety Checks	✓ 09/05/2011	✓ 16/09/2011
02. Correct Positioning 1	✓ 09/05/2011	✓ 16/09/2011
02. Correct Positioning 1	✓ 30/05/2011	✓ 16/09/2011
03. Changing Direction	✓ 10/06/2011	✓ 16/09/2011
04. Progression Management	✓ 17/06/2011	✓ 16/09/2011

2.1.1 View Lessons

Once the Learner has signed in, they can see what EDT lessons have been uploaded immediately.

The Learner can see if a lesson is correctly uploaded, a green tick mark will appear next to the date. If an error message appears there will be a warning symbol next to the date and the Learner should contact their ADI to make necessary corrections.

The Learner can also see what logbook(s) are associated with them in an area just above the lesson grid.

If the Learner wants to view the website in Irish, they can click on the **Irish** button in the top right corner of webpage:

The screenshot shows the RSA EDT Learner Sign In page in Irish. The browser window title is 'RSA EDT - Learner Sign In - Windows Internet Explorer'. The URL is 'http://uabom01-1011/Driver/DriverRecords.aspx'. The page header includes the RSA logo and the text 'Mo thairfid ollúna'. The main content area is titled 'Mo thairfid ollúna' and contains a message to 'A Brian William, a chara'. Below the message is a table of driving test results for 'ORT - Catagóir B (Carr)'. The table has three columns: 'Teicil an Chaechta', 'Caecht críochnaithe', and 'Tairleodía ag an Teagascóir'. The results are as follows:

Teicil an Chaechta	Caecht críochnaithe	Tairleodía ag an Teagascóir
01. Safety Checks	✓ 09/05/2011	✓ 16/09/2011
02. Correct Positioning 1	✓ 09/05/2011	✓ 16/09/2011
02. Correct Positioning 1	✓ 30/05/2011	✓ 16/09/2011
03. Changing Direction	✓ 10/06/2011	✓ 16/09/2011
04. Progression Management	✓ 17/06/2011	✓ 16/09/2011

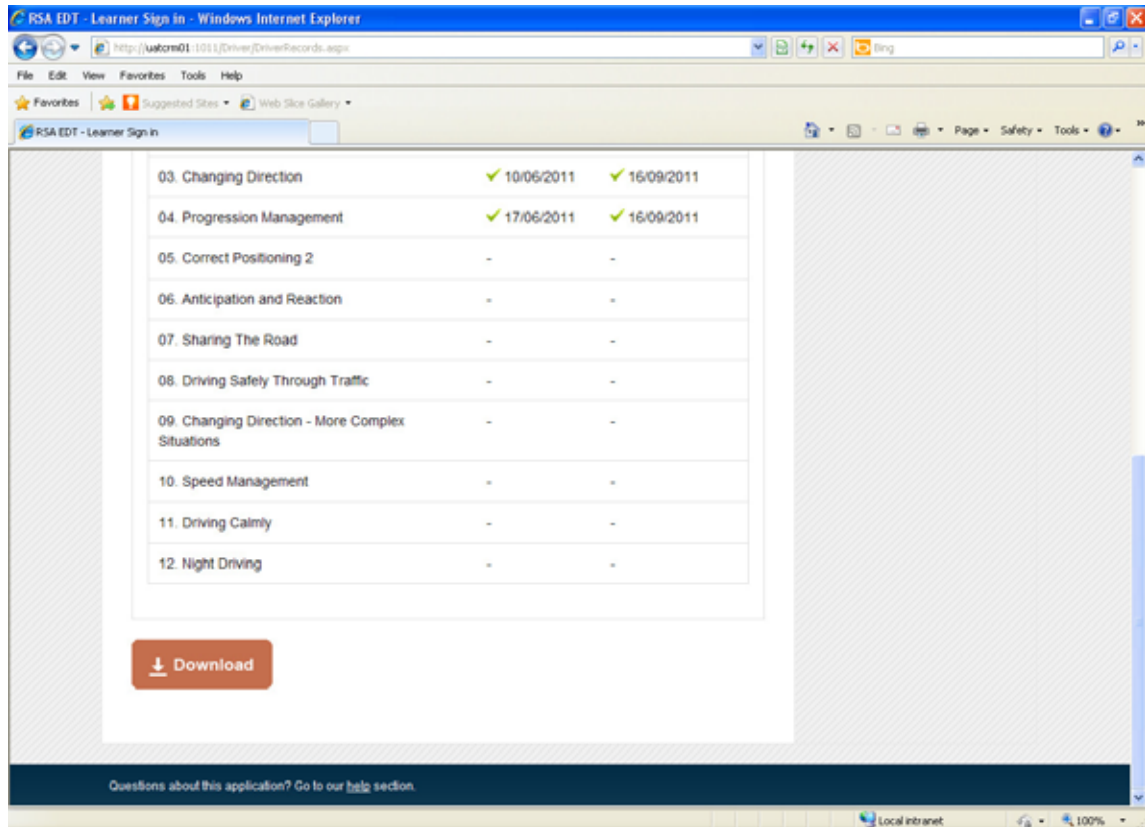
The sidebar on the right contains two sections: 'Léitheoireacht riachtanach' with links to 'Bailiúnaí don Chéim EDT (Dúil 1)', 'Bailiúnaí don Chéim EDT (Dúil 2)', 'Bailiúnaí don Chéim EDT (Dúil 3)', 'Bailiúnaí don Chéim EDT (Dúil 4)', 'Bailiúnaí don Chéim EDT (Dúil 5)', and 'Bailiúnaí don Chéim EDT (Dúil 6)'; and 'Mearnaisc' with links to 'Dátaí Teagascóirí don Chéim EDT', 'Dátaí Teagascóirí don Chéim EDT', and 'Dátaí Teagascóirí don Chéim EDT'.

There are essential reading and quick links; EDT Information Booklet, EDT Course Syllabus, Rules of the Road, sample EDT learner logbook, these are located on the right hand side of the webpage where more information about the Driving test, contacting the RSA and driving instructors can be found.

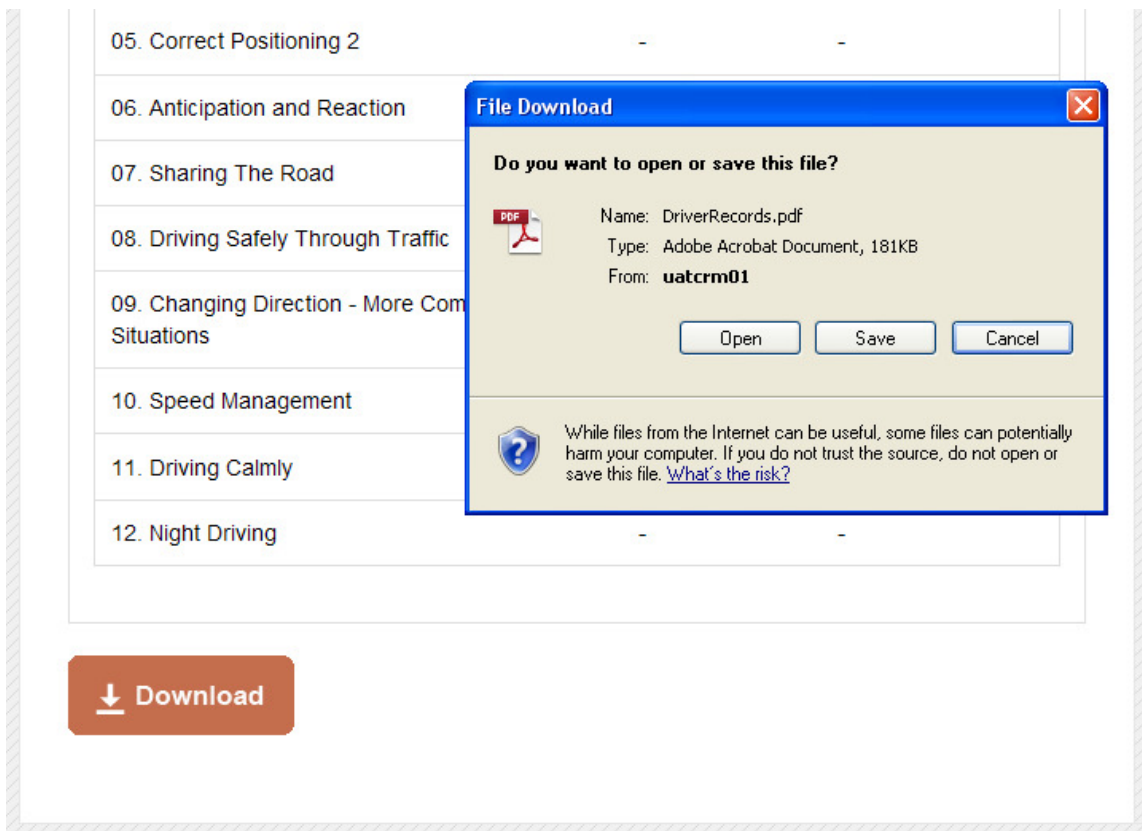
2.1.2 Download Lessons

If a Learner wishes to have an offline copy of their uploaded lessons they can download a PDF copy.

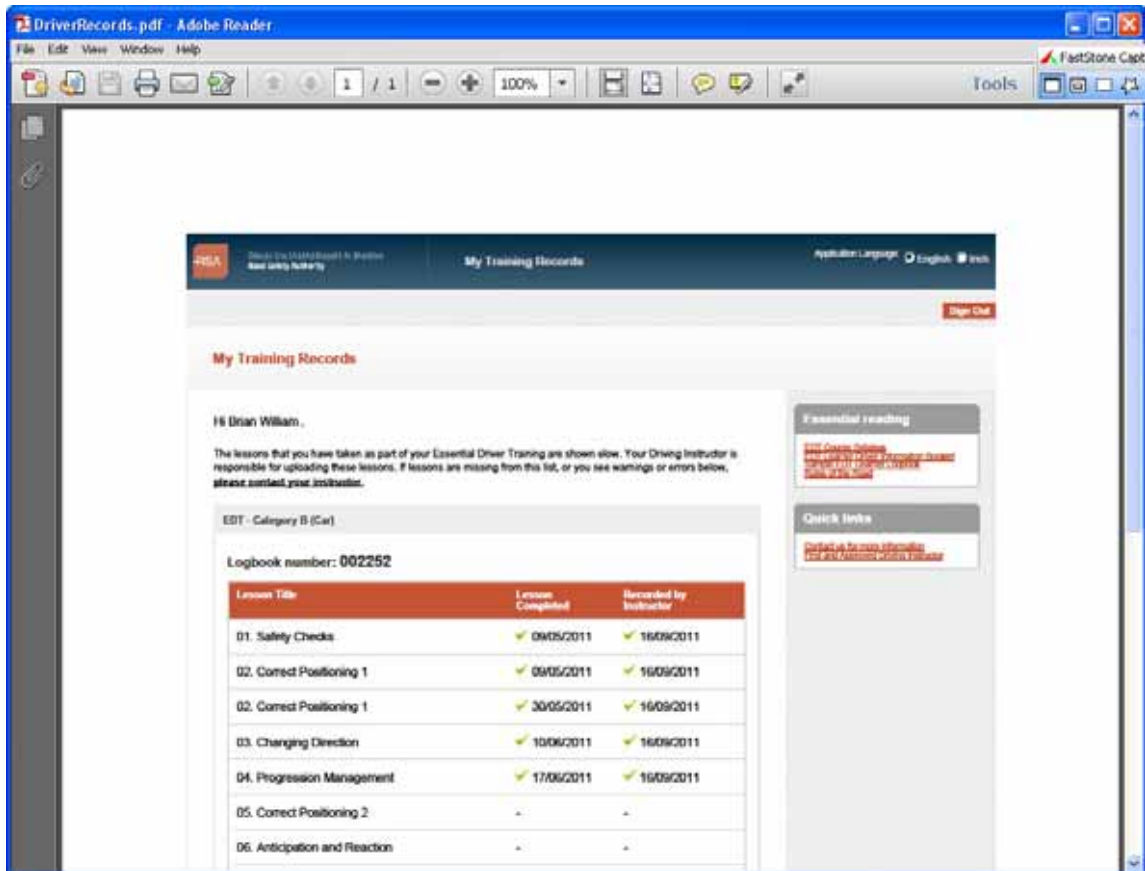
The Learner scrolls down to the end of the webpage to find the download button:



When the Learner clicks on the download button a popup dialog appears where Learner can save file:



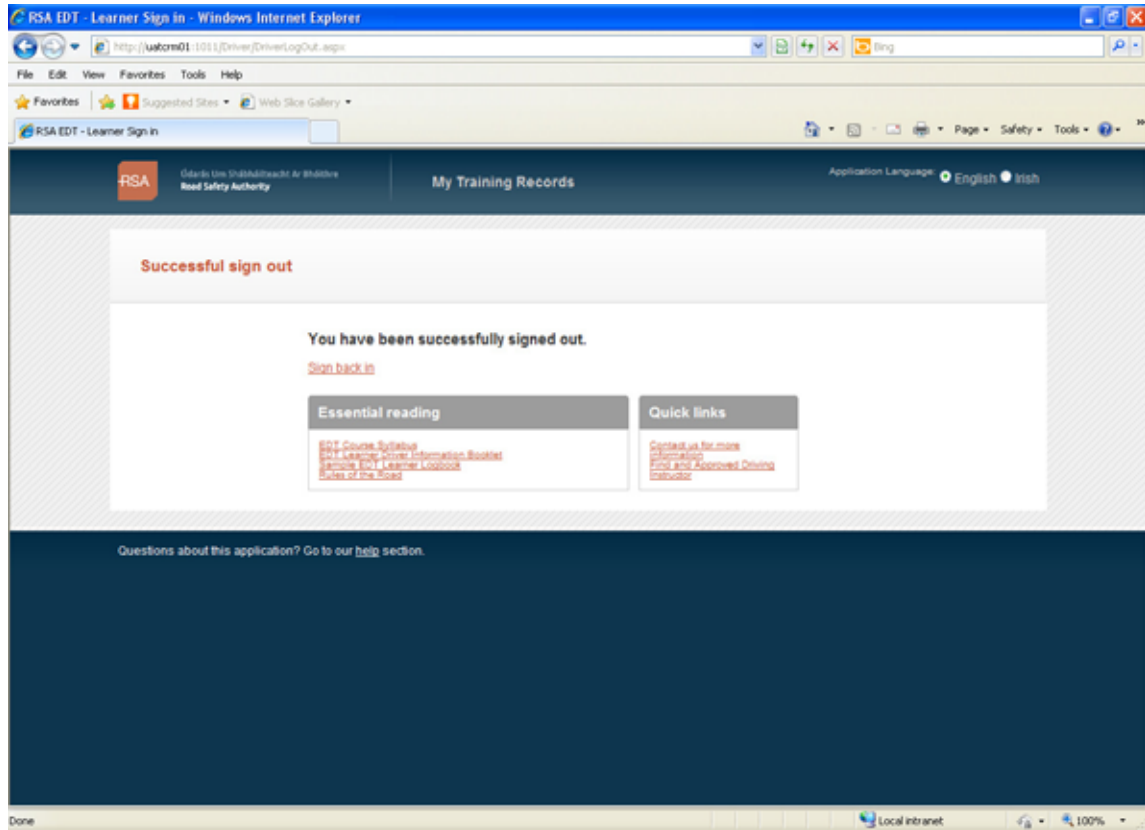
Once the file has finished downloading, the Learner can open the PDF document:



2.1.3 Sign Out

A Learner can sign out of the web portal by clicking on the **sign out** button in the top right corner.

The following shows the final sign out page:



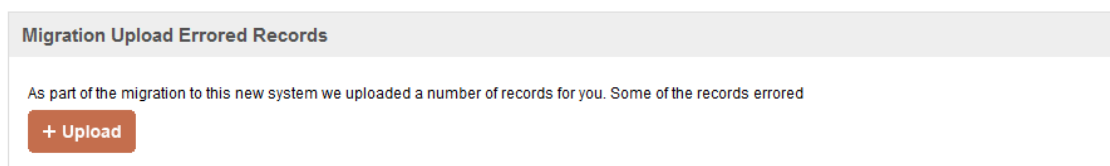
APPENDIX A

Migration Upload Error Records

This option is available in the instance where an ADI has previously submitted data by email to the RSA for uploading to the system, and an audit has identified a problem with that record (usually some information missing or not complete). By clicking on the **+ Upload** button you will be able to see any error records and then be in a position to correct the entry before up-loading it again.

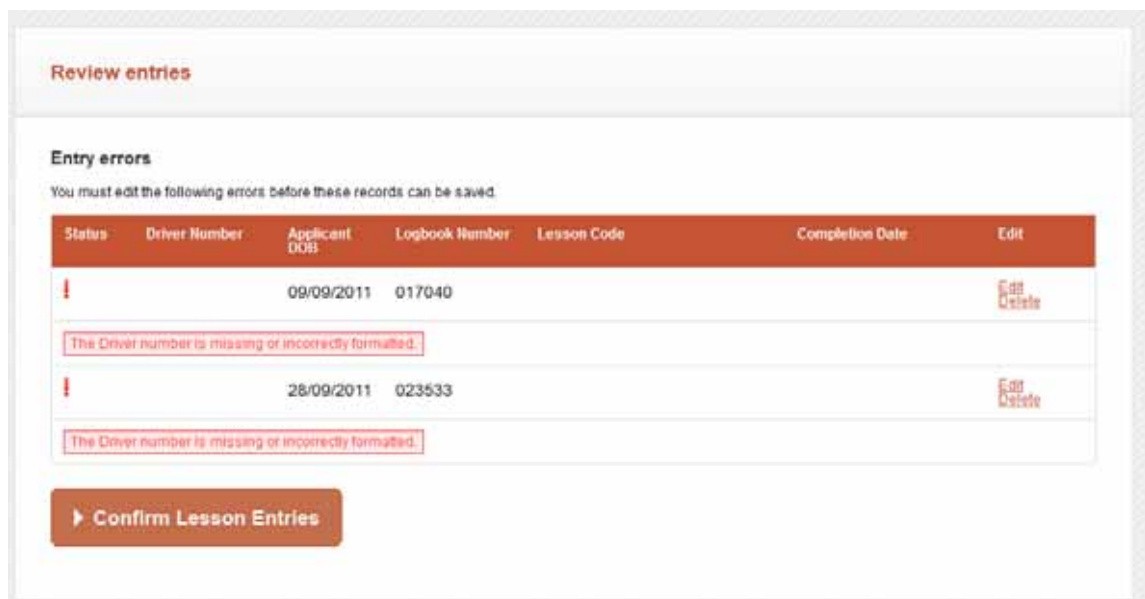
Please note this only applies to problem records previously uploaded through the old spreadsheet method. The new Portal will automatically identify any new problem records and provide you with an opportunity to **edit** them prior to uploading the records.

This functionality is available on the Home Page - just below the **"Upload Spreadsheet"** functionality, as follows:



Clicking on the Upload button will retrieve all of the records that have been identified with errors for you and will load these errors into the **Review Entries** page (see below).

NOTE: When you click upload this doesn't load the errors into the system, it simply returns them on screen for correction and manipulation.



It is necessary from this page to correct the lessons that are visible on screen. An error message will be visible which details the errors that have been returned for any particular record.

The functionality to correct a record is identical to that functionality used to Upload Lessons.

Once the lessons are corrected you must select **Confirm Lesson Entries** which will try and upload the 2 records into the system. The following screen shot shows where 1 error has been corrected and 1 has not:

Entry errors

You must edit the following errors before these records can be saved.

Status	Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date	Edit
!		28/09/2011	023533			Edit Delete
The Driver number is missing or incorrectly formatted.						

▶ Confirm Lesson Entries

Lessons successfully submitted

You have saved these lessons successfully.

Status	Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date	
▲	111231984	11/06/1984	017040	07: Sharing The Road	15/01/2012	

When you log back in another time and repeat the steps outlined above, you will only see the remaining error record.

Entry errors

You must edit the following errors before these records can be saved.

Status	Driver Number	Applicant DOB	Logbook Number	Lesson Code	Completion Date	Edit
!		28/09/2011	023533			Edit Delete
The Driver number is missing or incorrectly formatted.						

1.1.14 Sign Out

You may sign out and exit their account at any time by clicking on the sign out button located in the top right-hand corner of any webpage (when signed in).